

**Council on Technology Services**  
**Seat Management Workgroup**  
**August 13, 1999 Meeting Minutes**

List of attendees [below](#).

Pete Kolakowski called the meeting of the Seat Management Workgroup to order at 1:10 p.m. The Workgroup reviewed the July 9 minutes and Pete informed everyone who was not at the July 9 Workgroup meeting that the Conclusions and Recommendations were not included in the minutes because they were part of an internal discussion. With that in mind, the minutes were approved as presented.

The next topic was the latest draft of the report. The Workgroup reviewed a PowerPoint handout outlining Workgroup Conclusions and Recommendations. Pete Stamps mentioned that he would like to see a breakdown of acquisition and service costs from vendors so the Commonwealth knows how the pricing is determined. He also suggested that adding seat management as a benefit for state employees would violate the DPS policy of not allowing personal use of state contracts. Pete Kolakowski acknowledged that the concept needs to be further explored.

There was also a concern that the Workgroup not recommend that seat management procurement responsibility be transferred to DIT because there is another group investigating what agency should be responsible for IT procurement, and it may be premature to make a recommendation until that group makes its decision. Pete Kolakowski said that the details would need to be "fleshed out" at a level beyond the Workgroup. He said it is important to recommend that whoever is responsible for IT procurement consider a multiple award contract when procuring for seat management, which would give agencies more flexibility and choice than a single-vendor contract.

Pete Kolakowski announced that the Workgroup will make changes to the report which reflect the concerns discussed in the meeting and will distribute the report through the COTS Web site so representatives from the private sector may make comments. Crissie Nicklow will accept comments on the report and amend it accordingly. The final copy will be distributed at the next Workgroup meeting and a formal vote will be taken. Changes will be made to the Conclusions and Recommendations in the PowerPoint handout for presentation to COTS.

The next Workgroup meeting will be held September 10 in the VDOT annex third-floor board room at 1:00 p.m. Pete Kolakowski said he would like full-member participation so everyone has an opportunity to vote and he will send a reminder to all members.

With no further business to discuss, the meeting was adjourned at 2:17 p.m.

Henry Campbell	DGS/DPS	(804) 786-0275
Dan Gayk	VDOT	(804) 786-7265
Chip German	UVA	(804) 982-2638
Betty Greene	GTSI	(703) 502-2626
John Haynes	Halifax	(804) 278-5039
Pete Kolakowski, Chair	VDOT	(804) 786-9950
Crissie Nicklow	VDOT	(804) 786-7219
Fred Norman	Unisys	(804) 967-7334
Andy Poarch	DIT	(804) 371-5549
Pete Stamps	DGS/DPS	(804) 786-8616